MILPERSMAN 1306-1715

AVAILABILITY PROCESSING – INITIAL SUBMISSIONS

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone	DSN: COM: FAX:	882-3779 (901)874-3779 874-2647
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free		1-866-U ASK NPC

1. **Availability Report**. An availability report (AVAIL) is the communication to the assignment control authority (ACA) that an individual requires assignment or reassignment. As the ACA is not the same for all personnel, timely submission of the AVAIL to the proper ACA is critical.

2. **Responsibility**. Navy commands and specific departments within Navy Personnel Command (NAVPERSCOM) are responsible for prompt and accurate submission of AVAILs on personnel who are available for assignment or reassignment. AVAILs are submitted using the Navy Standard Integrated Processing System (NSIPS), except as otherwise defined.

    a. **Shore Activities (Duty Type 1, 3, or 6 as provided in MILPERSMAN 1306-102)**. The servicing personnel support detachment (PERSUPP DET) or customer service desk (CSD) has sole responsibility to submit AVAILs, except as otherwise indicated under various MILPERSMAN articles of the 1306-1700 series.

    b. **Non-Shore and or Operational Activities (Duty Type 2 or 4 as provided in MILPERSMAN 1306-102)**. If a member requires reassignment before his or her established projected rotation date, the servicing PERSUPP DET or personnel office has sole responsibility to submit AVAILs, except as otherwise indicated under various MILPERSMAN articles of the 1306-1700 series.

    c. **NAVPERSCOM**. Personnel assigned to specific billets at NAVPERSCOM may enter AVAILs in the Enlisted Assignment Information System (EAIS), as authorized by NAVPERSCOM, Enlisted Distribution Division (PERS-40). These billets are identified under various MILPERSMAN articles in the 1306-1700 series.

3. **Types**. There are two types of AVAIL reports: Immediate and non-immediate.

a. **Immediate.** Used for Sailors who are immediately available, or who will be available for orders in 21 days or less (e.g., type duty disqualifications, school nongraduates, former officers, accessions, brig or disciplinary releases, and students having less than 21 days from course graduation who have not already been issued orders). AVAILs for pregnant Sailors and Sailors in a medical release status, including those going to or from limited duty (LIMDU) status, are also considered "immediate" AVAILs.

b. **Non-immediate.** Used for Sailors who will be available in 22 days or more (e.g., planned deactivation, decommissioning, homeport changes of command, humanitarian tour releases, graduation from recruit training, and graduation from courses 22 days or more when orders have not already been issued to the member for follow-on assignment).

4. **Other Submission Methods.** AVAILs listed below will not be submitted using NSIPS, regardless of NSIPS capability.

a. **Pregnancy and LIMDU.** Class "DP" AVAILs for members who become pregnant and class "YH" AVAILs for members who are placed on LIMDU will be submitted by the servicing PERSUPP DET or personnel office (as applicable) to NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013C) by e-mail as indicated below:

(1) **M_MILL_PERS4013_AVAILS@navy.mil**, when using the NMCI global address listing; or

(2) **MILL_PERS4013_AVAILS@navy.mil**, when not using the NMCI Global address listing. **Note: The first M_ is not included when not using NMCI.**

b. **Fleet Personnel Approved for "A" School.** Class "DT," "DU," "DV," and "DW." Personnel onboard a permanent duty station approved to attend formal training under the Fleet Rating Identification Engine and or Perform to Serve (PTS) Programs. These AVAIL classifications are controlled by designated NAVPERSCOM personnel responsible for monitoring fleet personnel. MILPERSMAN 1306-1700 and MILPERSMAN 1306-1704 provide guidelines.

(1) **Special Operations and Master-at-Arms Ratings.** The applicable AVAIL will be entered by NAVPERSCOM, SEABEE/SEAL/ SWCC/EOD Diver Assignment Branch (PERS-401) and the Admin/Deck/

Security/Supply Assignment Branch (PERS-405) when writing orders for personnel approved for special operations and the master-at-arms ratings.

(2) **Other Ratings**. The applicable AVAIL will be entered by NAVPERSCOM, Shore Special Programs Assignment Section (PERS-4010) when writing orders for those approved for all other ratings.

c. **Nuclear Power School Graduates**. Class "LD" AVAILs for graduation from nuclear power school and from nuclear power training unit will be submitted by the Training Support Center (TSC). The TSC is responsible for sending notification to NAVPERSCOM with a copy to the servicing PERSUPP DET and or CSD for members graduating from designated courses. An AVAIL will be entered by NAVPERSCOM when notification is received. Refer to MILPERSMAN 1306-1700 and MILPERSMAN 1306-1707.

(1) **NPS Graduates**. Pending notification from the training support center (TSC) and upon graduation from NPS, a class "LD" AVAIL will be entered into EAIS by the NAVPERSCOM, Submarine Nuclear Qualifications Coordinator (PERS-403F) for students transferring to an NPTU.

(2) **NPTU Graduates**. Pending notification from the TSC, a class "LD" AVAIL will be entered by NAVPERSCOM, Human Resources Assistant (PERS-403CQ) for NPTU graduates transferring to sea duty, instructor duty, or for additional training.

d. **Fleet Replacement Squadron Graduates**. A class "LN" AVAIL will be entered in EAIS by the NAVPERSCOM, Aircrewman Mechanical (AWF) or Aircrewman Avionics (AWV) Aircrew Detailer (PERS-404EH) for students graduating from flight instruction with flight training evolutions. Refer to MILPERSMAN 1306-1700 and MILPERSMAN 1306-1707.

e. **Command Status Change**. Class "DE," "DD," "DF," and "DH" AVAILs will be submitted for personnel attached to commands scheduled for deactivation, a change in mission, or billet reduction due to a commercial activity study, or the elimination of requirements. Designated personnel at NAVPERSCOM will liaise with affected activity or command to determine a command personnel phasing plan, then enter the applicable AVAIL in EAIS. MILPERSMAN articles 1306-1700, 1306-1704, 1306-1100, and 1306-1800 provide specific guidance.

5. **Alternate Submission Methods**. Commands that are required to submit AVAILs in compliance with directives, but do not have NSIPS capability, will submit AVAILs to the appropriate ACA using an alternate method. Except as provided in paragraph 4a through 4e, AVAILs will be submitted by:

   a. **Navy Message Traffic**. Contact NAVPERSCOM, AVAILS Program Manager (PERS-40GG) prior to AVAIL submission. Refer to NAVPERSCOM website: http://www.npc.navy.mil to determine ACA desk codes. The Detailer Phone book under the Enlisted Detailing tab provides these codes. Ensure NAVPERSCOM (PERS-40GG) is included as an info addressee.

   b. **E-Mail**. Contact NAVPERSCOM (PERS-40GG) prior to AVAIL submission. AVAILs may be submitted via encrypted e-mail. Send the information copy to MILL PERS-40 AVAILSCOORDINATOR@NAVY.MIL.

   c. **Postal Letter**. Contact NAVPERSCOM (PERS-40GG) prior to AVAIL submission. This method may be utilized when other methods are not available.

6. **Other AVAIL Information**

   a. **Students**. Personnel attending schools under orders, with next assignment already scheduled, do not require an AVAIL submission unless their status changes or they are dropped from training. MILPERSMAN 1306-1707 provides further guidance.

   b. **Active Duty for Special Work (ADSW)**. **Do not submit** an AVAIL on ADSW personnel. Contact NAVPERSCOM, Augmentation Division (PERS-4G) for further information. Refer to NAVPERSCOM website http://www.npc.navy.mil/CareerInfo/Augmentation

   c. **Travel Status**. If member is in a travel status, accounting category code 400, he or she **must** be reported on board for duty prior to AVAIL submission.

   d. **Excess Personnel**. **Do not** submit availability reports on excess personnel. Action to assign personnel in excess or make excesses available for reassignment will be initiated by the cognizant manning control authority, their agent, or NAVPERSCOM, Enlisted Personnel Readiness and Support Branch (PERS-4013). MILPERSMAN 1306-132 provides further guidance.

7. **NSIPS Initial AVAIL Function Code**. Using the initial AVAIL function code (I) under NSIPS depends on the reason for the AVAIL submission.

    a. Member is initially made available for orders and initial AVAIL is submitted.

    b. AVAIL date has changed after receipt of orders and formal modification is needed.

    c. AVAIL classification code has changed after receipt of orders or orders have not been received yet (e.g., nominated for special programs, or dropped from course of instruction).

Note: If an initial AVAIL was entered into NSIPS, the previous AVAIL must be deleted prior to resubmission.

    d. AVAIL rate is corrected or changed.

Note: If an initial AVAIL was entered into NSIPS, the previous AVAIL must be deleted prior to resubmission.

    e. Member is available for transfer again after the previous AVAIL was deleted because the available date had previously been undetermined.

8. **NSIPS Change Function Code**. Using the change AVAIL function (code (c) under NSIPS) routes the AVAIL to the same order writer when orders have not been received and the AVAIL classification and or AVAIL rate have not been affected.

9. **AVAIL Report Formats**. Exhibits 1 through 6 of this article provide examples of AVAIL report formats and submission methods for certain classifications of AVAILs. The same format can be used for other AVAIL classifications as they relate to the AVAIL report being submitted. MILPERSMAN 1306-1714 provides data item descriptions and definitions. It also provides a list of commonly used remarks when submitting an AVAIL report.

EXHIBIT 1

INITIAL AVAIL – NSIPS PANEL
(Fill in fields to reflect AVAIL information)

ID: Full SSN **Name:** SAILOR, IAM S **Rank/Rate:** PSSR **Current DSC:**
<u>100</u>
RTC Number: Branch/Class: PNEC: SNEC: Security ENL
                                                     Level:
DESIG:

Pri Depn: Citizenship: Sex: SPI: LIMDU: EAOS:

ADBD:

(Pre-filled when AVAIL is created after typing SSN as long as
member has been gained in NSIPS and is in full Navy strength)

UIC: XXXX Activity Name (both UIC and name of command pre-
filled in)

Function Code: ☐   **AVAIL Date:** ☐
(provides drop down list)   (provides calendar to select
date)
Example: I - Initial Availability

Class Code: ☐
(provides drop down list and description of class AVAIL once
selected)
Example: JF "A" SCHOOL GRAD: GRADUATED NO FURTHER SCHOOL
RECOMMENDED.

Rate/Rank ☐ Rate member will be upon graduation from school
(provides drop down list)

CDP Code: ☐(Fill in) **ENEC:** ☐(fill in) **Class Standing:** ☐(Fill
in (if known))

Remarks: (Box provided to fill in remarks) Provide all pertinent
information per related MILPERSMAN article used to submit the
AVAIL report and MILPERSMAN 1306-1714.

EXHIBIT 2

AVAILABILITY REPORT – E-MAIL FORMAT - INITIAL PERIOD OF LIMDU
(Refer to MILPERSMAN 1306-1714)

SUBJECT LINE: CLASS YH AVAIL ICO AO1 SAILOR-9999

(1) **SSN:** 9999 (Last 4 SSN)

(2) **NAME:** SAILOR IAM SHIPPY

(3) **UIC:** 03361

(4) **AVAIL RATE:** AO1

(5) **ENEC/NEC:** (if none enter 0000)

(6) **AVAIL DATE:** 100301 (Date of medical Board)

(7) **AVAIL CLASS:** YH

(8) **ACTIVITY NAME (ACT NAME):** TRANSITPERSU NAVSTA SDIEGO

(9) **REMARKS:**
- ICD Code: (provided from medical board) Example: 305.1, 758.2.
- Number of months LIMDU specified in medical board.
- Location of Household Goods (HHG) and dependents' location.
- Physical limitations (provided from medical board).
- Indicate whether member has a vehicle and a driver's license to determine member's ability to drive to and from home, place of duty, and the medical treatment facility.
- Indicate if member has been prescribed any medication(s) that would preclude him or her from driving a vehicle or affect the performance of certain duties.
- Any other pertinent information related to AVAIL status of member to aid in placement decision.
- Contact e-mail address and or phone number of the submitting command.

EXIBHIT 3

AVAILABILITY REPORT – E-MAIL FORMAT - PREGNANCY
(Refer to MILPERSMAN 1306-1714)

SUBJECT LINE: CLASS "DP" AVAIL ICO AO1 SAILOR-1111

(1) **SSN:** 9999 (Last 4 SSN)

(2) **NAME:** SAILOR IAM SHIPPY

(3) **UIC:** 03360

(4) **AVAIL RATE:** AO1

(5) **ENEC/NEC:** (if none enter 0000)

(6) **AVAIL DATE:** 100301

(7) **AVAIL CLASS:** DP

(8) **ACTIVITY NAME (ACT NAME):** USS ALWAYS SAIL (DDG 333)

(9) **REMARKS:**
- Date of 20th week.
- Estimated delivery date.
- Location of Household Goods (HHG) and dependents' location.
- Member (is/is not) TAD to another command while awaiting BUPERS orders, if so, TAD command (UIC XXXXX) (does/does not) desire to keep member for assigned pregnancy tour.
- Indicate whether member has a vehicle and a driver's license to determine member's ability to drive to and from home, place of duty, and the medical treatment facility.
- Indicate if member has been prescribed any medication(s) that would preclude her from driving a vehicle or affect the performance of certain duties.
- Any other pertinent information related to AVAIL status of member to aid in placement decision.
- Contact e-mail address and or phone number of the submitting command.

EXHIBIT 4

AVAILABILITY NAVY MESSAGE REPORT FORMAT
(Use proper message format containing the following)

```
FM Parent Command
TO COMNAVPERSCOM MILLINGTON TN//PERS-40XXX(APPLICABLE DETAILER
FOR RATED PERSONNEL/PERS-4010(APPLICLABE DETAILER FOR NON-RATED
PERSONNEL)//
INFO /COMNAVPERSCOM MILLINGTON TN//PERS-40GG
     /APPLICABLE PERSUPPDET//
BT
UNCLAS/N01306//
MSGID/GENADMIN//
SUBJ/ENLISTED AVAILABILITY REPORT ICO LAST NAME, FIRST NAME,
RATE, L4SSN//
REF/A/DOC/APPLICABLE MILPERSMAN ARTICLE
REF/B/XXX/USE IF ANY OTHER DOCUMENTS OR COMMUNICATION APPLIES
NARR/REF A IS MILPERSMAN 1306-XXXX AVAILABILITY PROCESSING –
(Enter NAME OF ARTICLE).
POC/NAME/RANK/UNIT IDENTIFIER/TEL:DSN/COMM/E-MAIL IF
APPLICABLE//
RMKS/1.  AVAILABILITY REPORT INFORMATION ITEMS (1) THROUGH (9)
OF MILPERSMAN 1306-1714 ICO SNM ARE PROVIDED BELOW.
A.   SSN (Last 4): 9999
B.   NAME: SAILOR, IAM SHIPPY
C.   UIC:  03360 and AVAIL UIC if different from UIC.
D.   AVAIL RATE: PS1
E.   ENEC/NEC: (enter 0000 if none)
F.   AVAIL DATE: 100301
G.   AVAIL CLASS: DZ
H.   ACTIVITY NAME: USS ALWAYS SAIL (DDG 333)
I.   Remarks: Provide all pertinent information per related
MILPERSMAN article.
```

EXHIBIT 5

AVAILABILITY REPORT – EAIS ENTRY USING C21 SCREEN

```
PAGE 21          AVAILABILITY INPUT/MODIFICATION SCREEN
Full SSN 999999999  RATE ET1  NAME SAILOR IAM SHIPPY  ONBOARD
UIC 23333
 ----------------------------------------------------------------
---
 AVAIL RATE ET1  AVAIL DATE 101208  AVAIL CLASS LD  AVAIL UIC
23333
 AVAIL ENEC 3361  AVAIL CDP       AVAIL CLASS STANDING  RTC
NUMBER
 BR/CL 11   PRI DEP 0  CITZN CA   SEX M   PNEC 0000   SNEC
SPI
 SECURITY LEVEL S   LIMDU      ENL DESIG      EAOS 1304   ADBD
0311
 AVAIL COMMENTS  WORLD-WIDE ASSIGNABLE (Remarks provides
pertinent info)


 (Bold information already reflects in EAIS when SSN is
entered).


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---
 SHORE DUTY       PRIORITY     TYPE DUTY           LOCATION
 OVERSEAS DUTY    PRIORITY     TYPE DUTY           LOCATION
 SEA DUTY         PRIORITY     TYPE DUTY           LOCATION
 SCHOOL PREFERENCE
----------------------------------------------------------------
--
 ENTERED BY       IMMEDIATE AVAIL I(Enter if immediate)   DELETE
AVAIL
 ROUTE TO DESK  N403F  ET E5  (If hitting the enter key, the
AVAIL should push to the appropriate ACA.  If not, enter the
EAIS desk code used and hit enter to push to appropriate ACA).
```

EXHIBIT 6

AVAILABILITY REPORT — LETTER FORMAT

```
                                        1306
                                        Command Ser
                                        01 Sep 11


From:  Command sending the letter
To:    Commander, Navy Personnel Command (PERS-40XXX)

Subj:  AVAILABILITY REPORT ICO PS1 IAM S. SAILOR, USN,
       XXX-XX-9999

Ref    (a) Name of Command ltr 1306 Ser/XXXXXX of
           DD MMM YY
       (b) MILPERSMAN Article 1306-1704


1.  Reference (a) is approval of detachment for cause (DFC)
concerning PS1 Sailor.  Reference (b) provides guidelines on
availability report submissions for personnel as a result of
disqualification from serving a type duty.

2.  Per reference (a), DFC approved and AVAIL report provided
with information below, per reference (b).

    a.  SSN (Last 4): 9999
    b.  NAME: SAILOR, IAM SHIPPY
    c.  UIC:  03360  and AVAIL UIC different from UIC
    d.  AVAIL RATE: PS1
    e.  ENEC: (enter 0000 if none)
    f.  AVAIL DATE: 100301
    g.  AVAIL CLASS: DZ
    h.  ACTIVITY NAME: USS ALWAYS SAIL (DDG 333)
    i.  REMARKS: Provide all pertinent information per related
MILPERSMAN article used to submit the AVAIL report.

3.  Point of contact information:  E-mail address and phone
number.


                            Signature block
```